

**INTERNAL/EXTERNAL ADVERTISEMENT**

**DATE POSTED: 08 September 2024**

**CLOSING DATE: 13 September 2024**

**JOB TITLE: Senior Quantity Surveyor (24 months contract)**

**REGION: Eastern Cape Regional Office(East London)**

The Mvula Trust, a leading developmental NGO, has the following exciting opportunity in the Eastern Cape Regional Office (East London).

**The objective of the Position**

A Senior Quantity Surveyor (PrQS) is responsible for a Package/ Programme and oversees a number of fellow Senior Quantity Surveyors or Junior Quantity Surveyors on the packages/ programmes under his/her supervision as delegated or allocated by The Chief Quantity Surveyor.

**Key Performance Indicators**

- Successfully manage the allocated projects.
- Review and / or undertake drawings and on-site measurement during project design and execution phases.
- Preparation and/or Review of Payment Certificate.
- Review and / or Balancing of the Contractors' BoQs at tender stage.
- Preparation and/or Review of the Rates build-up of each activity or unscheduled items in a Contract BoQ.
- Do adjustment and/or Review of Provisional/ Prime cost sums or Budgetary Allowances in a Contract BoQ.
- Prepare and/or Review Cost Reports for each programme.
- Prepare and/or Review Variation Orders and submit for approval.
- Prepare and/or Review Cash flow projections.
- Prepare, Process, Reconcile and or Review Project Final Accounts.
- Provide the necessary inputs to the Project Close-Out processes.
- Professionally Signing – off Works.
- Attend and provide QS inputs at critical project meetings.
- Follow up on issues related to QS and report feedback accordingly on a weekly and monthly basis.
- Keep an accurate report of projects allocated to them and provide inputs to the Project Manager as and when required.
- Adhere to the weekly/ monthly targets as set out by the Line Manager to contribute to the overall organizational performance.
- Review and correct QS-related information on the client reporting systems (e.g. EFMS).
- Participate in SCM processes as and when required (BSC, BEC).

## Qualifications and Experience

- Degree in Quantity Surveying or equivalent
- Professionally registered as a Quantity Surveyor with the SACQSP
- At least 10 years of working experience post-professional registration
- Knowledge of estimating and cost engineering of construction services and works.
- Working knowledge of WinQS, QS Plus, and similar software will be an added advantage.
- Knowledge of construction contracts (e.g. JBCC, NEC3, GCC, FIDIC etc)

Interested candidates are requested to e-mail their CVs to: [recruitment@themvulatrust.org.za](mailto:recruitment@themvulatrust.org.za). Please also visit our website at [www.themvulatrust.org.za](http://www.themvulatrust.org.za) for more information.

### **PLEASE DO NOT SEND ANY CERTIFICATES, DIPLOMAS OR TESTIMONIALS**

**N.B Interested candidates must avail themselves at any date, venue and time as determined by The Mvula Trust.**

THE MVULA TRUST IS AN EQUAL OPPORTUNITY EMPLOYER. CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORTLISTED CANDIDATES. IF YOU HAVE NOT HEARD FROM US WITHIN 30 DAYS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL. THE MVULA TRUST RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS.